

Instructions for Buyers and Contract End Users for Temporary Staffing Contracts.

The following list is not inclusive of all contract provisions but is a summary of regularly overlooked items that are a must.

Contract Document: Read the Contract Renewal document under Contract Files. It contains information you need to know regarding securing a temporary employee, the pay scale, markup rates, zones, using the contract, background checks, what information you should give the contractor so they can help you, and much more. Be familiar with the Pricing by Zone and Position Titles and Job Description documents.

Contract Numbers: The applicable **contract number shall** be shown in the contract number field on each purchase order.

Purchase Orders: Contract users **shall** place their orders through eVA or an online system that interfaces with eVA. Contract users may specify staffing needs by ACP, phone, email, or fax to the Contractor. An Explanation of ACP is at end of this document.

Order Format: At a **minimum**, purchase orders shall be written to include the following information in the description field:

- (1) zone number where the temporary employee will be working,
- (2) the position title,
- (3) the time period the temporary employee will work (dates)
- (4) the estimated or actual number of hours temporary will work for corresponding dates,
- (5) the temporary employee's name, and
- (6) the pay rate and the bill rate shall be included in the description field.
- (7) Bill rate shall also be entered in the Unit Price field.

Using ACP can minimize the amount of data you have to enter on a purchase order. Change orders (also through ACP) may be issued to enter hours actually worked in the quantity field to show an accurate extended amount.

Time Cards: The Contractors provide all temporary employees with time cards. Hours worked will be signed regularly by the area supervisor in a time period to be agreed upon between the Contract User and Contractor. The may be daily or weekly depending upon the Contract User. Temporary employees will provide the area supervisor their completed signed time card; then **the area supervisor shall verify hours, sign, and email or fax the completed time sheet to the contractor for processing.** The temporary employee and the area supervisor shall retain a copy of the final timesheet. ACP timekeeping may be completed electronically.

Pay Rate: The using entity will discuss the pay rate confirmed the rate with the temporary employee chosen for the position and that rate must be conveyed to the contractor. The

Contractor's added percentage, as shown in the contract document Consolidated Pricing by Zone, will be added and shown as the "bill rate".

Ariba Category Procurement – ACP

This module provides an electronic process for collaboration between Contractors and Buyers. It allows both parties to work through the request/proposal process; result is a requisition line with **all required, specific data**.

- Tutorial Video for collaboration is on the eVA website
- Tutorial Video for non-collaboration is on the eVA website
- Tutorial Video on Time Sheets is coming soon
- Collaboration feature is turned on. For problems contact your DPS account executive.
- Contact eVASecurity@dgs.virginia.gov to set up each temp employee in time sheet feature

From eVA website go to Training tab

- (1) **Creating a Collaboration Request with ACP.**
- (2) You can invite one or more contractors
- (3) Use Non-Collaboration Request if you want to get someone back that you have used before who is already set up
- (4) Time sheets video will be up very soon.